

TITLE COMPANIES

COMPANY NAME: _____ NAIC Company Code: _____
 Contact: _____ Telephone: _____
 REQUIRED FILINGS IN THE STATE OF: Alabama Filings Made During the Year 2004

(1) Check- List	(2) Line #	(3) REQUIRED FILING FOR THE ABOVE STATE	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE**	(7) APPLICABLE NOTES
			Domestic		Foreign			
			State	NAIC	State			
		I. NAIC FINANCIAL STATEMENTS						
	1	Annual Statement (8 1/2" x 14")	1	1	1	3/1	NAIC	B
	1.1	Printed Investment Schedule detail (Pages E01-E26)	1	1	xxx	3/1	NAIC	B
	2	Quarterly Financial Statement (8 1/2" x 14")	1	1	xxx	5/15, 8/15, 11/15	NAIC	P
		II. NAIC SUPPLEMENTS						
	11	Investment Risk Interrogatories	1	1	xxx	4/1	NAIC	P
	12	Management Discussion & Analysis	1	1	N/A	4/1	Company	P
	13	Schedule SIS	1	N/A	N/A	3/1	NAIC	B,P
	14	Statement of Actuarial Opinion	1	1	1	3/1	Company	B
	15	Supplemental Compensation Exhibit	1	N/A	N/A	3/1	NAIC	B,P
	16	Supplemental Schedule of Business Written By Agency	1	1	xxx	4/1	NAIC	P
	17	SVO Compliance Certification	1	1	1	Domestic - 3/1, 5/15, 8/15, 11/15; Foreign - 3/1 Only	NAIC	R
		III. ELECTRONIC FILING REQUIREMENTS						
	30	Annual Statement Electronic Filing	xxx	1	xxx	3/1	NAIC	
	31	March .PDF Filing	xxx	1	xxx	3/1	NAIC	
	34	Supplemental Electronic Filing	xxx	1	xxx	4/1	NAIC	
	35	Supplemental .PDF Filing	xxx	1	xxx	4/1	NAIC	
	37	Quarterly Electronic Filing	xxx	1	xxx	5/15, 8/15, 11/15	NAIC	
	38	Quarterly .PDF Filing	xxx	1	xxx	5/15, 8/15, 11/15	NAIC	
	33	June .PDF Filing	xxx	1	xxx	6/1	NAIC	
		IV. AUDITED FINANCIAL STATEMENTS						
	51	Accountants Letter of Qualifications	1	N/A	N/A		Company	P
	52	Audited Financial Statements	1	1	N/A	6/1	Company	P
	53	Audited Financial Statements Exemption Affidavit	1	N/A	N/A		Company	P
	54	Independent CPA	1	N/A	N/A		Company	P
	55	Notification of Adverse Financial Condition	1	N/A	N/A		Company	P
	56	Report of Significant Deficiencies in Internal Controls	1	N/A	N/A		Company	P
	57	Request for Exemption to File	1	N/A	N/A		Company	J,P
		V. STATE REQUIRED FILINGS						
	101	Filings Checklist (with Column 1 completed)	1	1	1	3/1	State	B
	102	State Filing Fees	1	0	1	3/1	State	C
	103	Affidavit of Filing	0	0	0		State	L
	104	Certificate of Deposit	0	0	1	3/1	State	B,Q
	105	Certificate of Compliance	0	0	1	3/1	State	B,Q
	106	Premium Tax	1	0	1	3/1,5/15,8/15, 11/15	State	D
	107	Application for Renewal	1	0	1	3/1	State	B
	108	Official List	1	0	1	3/1	State	B
	109	Holding Company Registration Statement	1	0	0	6/1	Company	O

*If XXX appears in this column, this state does not require this filing, if hard copy is filed with the state of domicile and the NAIC and if the data is filed electronically with the NAIC. If N/A appears in this column, the filing is required with the domiciliary state.

**If Form Source is NAIC, the form should be obtained from the appropriate vendor.

		NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)	
	A	<p>Required Filings Contact Person:</p> <p>Ann Strickland, Examiner (334) 241-4154 Belinda Williams, Examiner (334) 241-4162</p>	
	B	<p>Mailing Address:</p> <p>Postal Service: Alabama Department of Insurance c/o Compass Bank P. O. Box 830691 Birmingham, AL 35283-0691</p> <p>Courier Service: Alabama Department of Insurance c/o Compass Bank 701 South 32nd Street Birmingham, AL 35233</p>	
	C	<p>Mailing Address for Filing Fees:</p> <p>Certificate of Authority Renewal Fee: \$505.00 Annual Statement Filing Fee: \$25.00 The Renewal Fee and Filing Fee must be attached to the Premium Tax Return and mailed to: Postal Service: Alabama Department of Insurance c/o Compass Bank P. O. Box 830691 Birmingham, AL 35283-0691</p> <p>\$500.00 Audit & Exam Fee – Must be attached to the completed Transmittal Form and mailed to: P. O. Box 830707, Birmingham, AL 35283-0707.</p> <p>Courier Service: Alabama Department of Insurance c/o Compass Bank 701 South 32nd Street Birmingham, AL 35233</p>	
	D	<p>Mailing Address for Premium Tax Payments:</p> <p>Postal Service: Alabama Department of Insurance c/o Compass Bank P. O. Box 830691 Birmingham, AL 35283-0691</p> <p>Courier Service: Alabama Department of Insurance c/o Compass Bank 701 South 32nd Street Birmingham, AL 35233</p> <p>Premium Tax Payments must be submitted with the completed Premium Tax Returns.</p>	
	E	<p>Delivery Instructions:</p> <p>All Filings must be postmarked no later than the due date. If the due date falls on a weekend or holiday, the due date is the next business day.</p>	

	F	<p>Late Filings:</p> <p>Annual Statements: The fine is \$250.00 and the company's Certificate of Authority can be suspended or revoked for failure to timely file.</p> <p>Premium Tax Returns and Premium Tax: The fine is \$1,000-\$10,000 for late Filings and Payment.</p>	
	G	<p>Original Signatures:</p> <p>Original signatures are required on all Filings from domestic companies. Foreign companies should follow the NAIC Annual Statement Instructions.</p>	
	H	<p>Signature/Notarization/Certification:</p> <p>The President or Vice President and Secretary or Actuary are required to file the Annual Statement. Must be notarized.</p>	
	I	<p>Amended Filings:</p> <p>Amended Annual Statements must be properly bound and mailed to: 201 Monroe Street, Suite 1700, Montgomery, AL 36104.</p>	
	J	<p>Exceptions from normal filings:</p> <p>Annual Statements: An extension of up to 30 days can be granted only if the request is made in writing and good cause is shown. Foreign companies must furnish a copy of home state approval, along with their written request.</p> <p>Audited Financial Statements: Requests for extension, exemption and to file on a consolidated basis must be made in writing at least 10 days prior to the due date.</p> <p>Premium Tax Returns and Premium Tax: No extensions.</p>	
	K	<p>Bar Codes (State or NAIC)</p> <p>The NAIC Annual Statement Instructions should be followed.</p>	
	L	<p>Affidavit of Filing and Financial Statement Attestation</p> <p>This state waives foreign insurers from filing printed quarterly statements and supplements. The Affidavit for Filing is not required. Foreign insurers still must file the printed annual statements.</p>	
	M	<p>NONE Filings:</p> <p>The NAIC Annual Statement Instructions should be followed.</p>	
	N	<p>Filings new, discontinued or modified materially since last year:</p> <p>No filings have been discontinued since last year.</p>	
	O	<p>Domestic companies are required to file a Holding Company Registration Statement and pay a \$500.00 filing fee no later than June 1. It should be mailed to the Alabama Department of Insurance, 201 Monroe Street, Suite 1700, Montgomery, AL 36104.</p>	
	P	<p>Domestic companies should mail the Quarterly Financial Statement, MDA, Supplemental Filings made after 3/1, and Audited Financial Statements to the Alabama Department of Insurance, 201 Monroe Street, Suite 1700, Montgomery, AL 36104.</p>	
	Q	<p>Foreign insurers should attach the Certificates to the Annual Statements which are sent to the address in Note B. Certificates which are filed after the Annual Statement filing should be sent to the Alabama Department of Insurance, 201 Monroe Street, Suite 1700,</p>	

		Montgomery, AL 36104.	
	R	SVO Compliance Certification: Domestic and foreign insurers should file this with the annual statements which are sent to the address in Note B. Domestic insurers should file this with the quarterly statements which are sent to the address in Note P. Foreign insurers are not required to file this certification quarterly since they do not file quarterly statements.	

**General Instructions
For Companies to Use Checklist**

Please Note: This state's instructions for companies to file with the NAIC are included in this Checklist. The NAIC will send mailing labels and other information to all companies but will not be sending their own checklist this year.

Electronic filing is intended to include filing via the Internet or filing via diskette with the NAIC. Companies that file with the NAIC via the Internet are not required to submit diskettes to the NAIC.

Column (1) (Checklist)

Companies may use the checklist to submit to a state, if the state requests it. Companies should copy the checklist and place an "x" in this column when mailing information to the state.

Column (2) (Line #)

Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

Column (3) (Required Filings)

Name of item or form to be filed.

The ***March Electronic Filing*** includes all annual statement data, detail for investment schedules and all supplements due March 1.

The ***March .PDF Filing*** is the .pdf file for the annual statement, detail for investment schedules and all supplements due March 1.

The ***Supplemental Electronic Filing*** includes all supplements due April 1, per the *Annual Statement Instructions*.

The ***Supplemental .PDF Filing*** is the .pdf file for all supplements due April 1.

The ***Quarterly Electronic Filing*** includes the quarterly statement data.

The ***Quarterly .PDF Filing*** is the .pdf for quarterly statement data.

The ***June .PDF Filing*** is the .pdf file for the Audited Financial Statements.

Column (4) (Number of Copies)

Indicates the number of copies that each foreign or domestic company is required to file for each type of form. The Blanks (E) Task Force modified the 1999 *Annual Statement Instructions* to waive paper filings of certain NAIC supplements and certain investment schedule detail, if such investment schedule data is available to the states via the NAIC database. The checklists reflect this action taken by the Blanks (EX4) Task Force. XXX appears in the "Number of Copies" "Foreign" column for the appropriate schedules and exhibits. **Some states have chosen to waive printed quarterly and annual statements from their foreign insurers and to rely upon the NAIC database for these filings. This waiver could include supplemental annual statement filings. The XXX in this column might signify that the state has waived the paper filing of the annual statement and all supplements.**

Column (5) (Due Date)

Indicates the date on which the company must file the form.

Column (6) (Form Source)

This column contains one of three words: "NAIC," "State," or "Company." If this column contains "NAIC," the company must obtain the forms from the appropriate vendor. If this column contains "State," the state will provide the forms with the filing instructions (generally, on its web site). If this column contains "Company," the company, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions or the NAIC *Annual Statement Instructions*.

Column (7) (Applicable Notes)

This column contains references to the Notes to the Instructions that apply to each item listed on the checklist. The company should carefully read these notes before submitting a filing.